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**Roster Verification Process**

**2014-15 School Year**

Mark your calendars! Based on feedback from teachers, administrators, and central office leaders, the Department of Public Instruction will be holding two roster verification phases during the 2014-15 school year.

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| Roster Verification Window | Who Participates? |
| First Phase | Teachers who teach on a semester schedule. They will approve rosters for first semester. |
| Second Phase | All teachers. Teachers who teach on a semester schedule will approve rosters for second semester. Teachers who teach on a year-long schedule will approve rosters for the school year. |

The dates for the **Fall Semester** roster verification phases are:

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| Part of Phase | Start Date | End Date |
| Principal/District Preview | December 15th | January 4th |
| Teacher Window | January 5th | January 25th |
| School Administrator Verification Window | January 26th | February 15th |
| District Administrator Verification Window | February 16th | March 1st |

The Department of Public Instruction and SAS Institute have produced updated resources on roster verification, including Frequently Asked Questions and recorded trainings. Live trainings will be scheduled closer to the roster verification window. Please check both <http://www.ncpublicschools.org/effectiveness-model/roster/> and <https://ncdpi.sas.com> for updates!

If you have any questions, please contact your district EVAAS administrator. District EVAAS administrators should contact their Regional Accountability Coordinators for more information.